

Regulations of the Teaching and Research Units in Faculties of UM

Section 1 Competence and Modes of Operation of Teaching Units in Faculties

According to Item 3 of Article 6 of the “Regulations of the Organizational Structure of the University of Macau”, these regulations govern the competence and modes of operation of the teaching units under faculties.

Article 1 Structure of Teaching Units

1. Department(s) may be established under a faculty. The Head of Department shall be responsible for the development plan and daily operation of the department. He/she shall and report to the Dean and Associate Dean of faculty. Programmes under a department may have Programme Coordinators responsible for the related work in the programme and assist the Head of Department.
2. Under a faculty, programmes not belonging to any department may be created. Programme Coordinators shall be responsible for the programmes and report to the Dean and Associate Dean of faculty.
3. Subject Convenors shall be responsible for common subjects that do not belong to any department or programme. They shall report to the Dean or Associate Dean of faculty.

Article 2 Head of Department

1. The Head of Department is appointed and removed by the Rector upon recommendation of the Dean of faculty. He/she shall normally possess the rank of associate professor or above.

2. The Head of Department shall act as the academic leader with academic administration and management responsibilities for the department. His/her basic role is to assist the Dean and Associate Dean of faculty to achieve the academic and research objectives of the department. Major responsibilities include:
 - 1) Management: To lead and manage academic functions of a department;
 - 2) Human resources management (including recruitment, appraisal and promotion): To work with the Dean and Associate of faculty on monitoring and managing the department's human resources according to the University's regulations and policies and within its financial constraints;
 - 3) Curriculum, instruction and student affairs: To lead teams with Programme Coordinators to oversee core activities of teaching, student supervision, and other academic affairs to create a good learning environment and ensure a high-level teaching quality;
 - 4) Other duties, including assisting in annual budget preparation, financial resource allocation and facility management.

3. In general, a Head of Department aims at maintaining and enhancing the standard of the department and is a key player in academic planning and management.

Article 3
Programme Coordinator

1. A Programme Coordinator is appointed and removed by the Rector upon recommendation of the Dean of faculty.
2. The Programme Coordinator shall be responsible for managing the teaching of the programme, including:
 - 1) To allocate teaching workload and resources;
 - 2) To lead in programme design and revision;
 - 3) To evaluate teaching quality;
 - 4) To provide consultation for students' studies.
3. The Programme Coordinator shall assist the Head of Department, or the Dean and Associate Dean of faculty when the programme does not belong to any department, with tasks such as budget preparation and management of human resources and facilities.

Article 4 Subject Convenor

1. A Subject Convenor is appointed and removed by the Rector upon recommendation of the Dean of faculty.
2. A Subject Convenor is responsible for managing the teaching of the whole subject, including:
 - 1) To allocate teaching workload and resources;
 - 2) To lead in programme design and revision;
 - 3) To evaluate teaching quality;
 - 4) To provide consultation for students' studies.
3. The Subject Convenor shall also assist the Dean and Associate Dean of faculty with tasks such as budget preparation and management of human resources and facilities.

Section 2

Competence and Modes of Operation of Research Units in Faculties

According to Item 3 of Article 6 of the “Regulations of the Organizational Structure of the University of Macau”, these regulations govern the competence and modes of operation of the research units under faculties, including research centres and institutes.

Article 5

Objectives and Duties

Generally, a research centre or institute is expected to:

1. Undertake research to contribute to the University’s mission and research related priority tasks;
2. Raise the standing and visibility of the University’s research internationally;
3. Facilitate the communication of research outcome with members of the University, professionals and the general public;
4. Provide research, development and professional services to the community.

Article 6

Head of Research Unit

1. The head of research unit shall be proposed by the Dean of the respective faculty and be appointed and removed by the Rector. The head of research centre refers to the Director of research centre and the head of research institute refers to the Director of research institute.

2. The head of research unit is responsible for overall planning, coordination and arrangement of research activities. He/she shall ensure that the research and academic publications of the research centre or institute are of good academic quality and in appropriate quantity. In order to guarantee the quality of the work, the head of research unit shall enforce independent and external review.
3. The head of research unit shall maintain good routine operations of the research centre or institute.
4. At the beginning of an academic year, the head of research unit shall submit an annual action plan listing the research projects to be conducted in the year to the respective Dean of faculty. In addition, at the end of the academic year, he/she shall also submit a final report listing all research outputs.

Article 7

Review of Operation

The supervision of working progress of a research centre or institute and the review of its status, function and policies shall be conducted by appropriate authorities of the University based on regular reports or other means as specified by the Dean of faculty.